## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1175

Page 1 of 3

Agency Hagerstown Division/Unit Community Development

nagerstown		Community Development	
Item No	Description		Retention
1	Public services: various public service programs such resources, parent-child center, housing counseling, sn detectors, statistical summary for various food bank precipient information	noke	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2	Hagerstown redevelopment authority (HRA) minutes agenda	and	Permanent. Transfer periodically to the Maryland State Archives
3	Correspondence: copies sent, copies of forms sent		Retain for three (3) years, then destroy.
4 .	Houses to purchase: listing of houses the city is considering purchasing, rehab estimates, photos, total rehab costs, selling price, offering price		Retain until updated or superseded, then destroy
5	Commercial and mixed use photographs of various projects, before and after		Retain until no longer required, then destroy
6	Agreements with MD state agencies, MHRP, DH&C lead paint grant	D, home,	Destroy material having no further Legal, Administrative, Fiscal or Operational value.
		Schedule	Authorized by State Archivist
Date	•	Date	DEC 3 1999
Signature	Georgi Chun h. Threukner	Signature	Shrand C. Paperfur
Type Nan	ne GeorgiAnn N. Breichner		
Title	City Clerk		

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-75

Page 2 of 3

Item No	Description	Retention
7	Investor owned forms: various forms, income guidelines, construction fact sheet, renter certifications, addendum to lease	Retain until updated or superseded, then destroy
8	Single family information: various forms, appraisals, brochures, interview checklists, applications	Retain until updated or superseded, then destroy
9	State loans (MD Housing Rehab Program) -contains but not limited to: correspondence, loan approval notice, insurance requirements, closing checklist, application, settlement statement, copies of deed	Retain for life of loan, plus three (3) years, then destroy
10	State loan programs information files -contains but not limited to: correspondence, newspaper ads, mortgage information, brochures, state policies for use of state funds, cash receipts programs, blank forms	Retain until updated or superseded, then destroy
	General files: HUD handbooks, programs guide, correspondence, relocation of information, tax returns, copies of invoices	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
12	Current projects -contains but not limited to: correspondence, verification of utility payments, applications, sales agreements, promissory notes, appraisal reports	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

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13	Loan request; special loan programs -contains but not limited to: applications, credit history, W2 and earnings summary, appraisal reports, site maps	Retain for life of loan, plus three (3) years, then destroy
14	Misc files -contains but not limited to: copies of P.O., invoices, correspondence, public information handbooks, handwritten notes, financial reports	Retain for three (3) years, then destroy.
15	Community block grant general files: various forms, regulations, laws, applications, copies of the federal register, circulars, audits, quarterly reports, letters of credit, correspondence, cost allocation plans, funding requests, statements	Destroy material having no further Legal, Administrative, Fiscal or Operational value.
16	Hagerstown Redevelopment Program -contains but not limited to: policy manuals, agenda minutes, revolving loan authority, proposed regulations	Retain until updated or superseded, then destroy. (Minutes are maintained in Item 2)
17	Loan files - HUD rehabilitation loan program -contains but not limited to: agreements, property contracts, estimates, insurance declarations, statement of accounts, release of original mortgage, check copies, mortgages, redevelopment program checklist, inspection form	Retain for life of loan, plus three (3) years, then destroy
18	Duplicate personnel files maintained for dept reference	Destroy when no longer required
19	Five Year Consolidated Plan & Annual Action Program -contains but not limited to: provider surveys, summary of statutory changes, instructions for developing and completing a plan, performance report, fair housing contracts, fair housing committee	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
20	Grant performance reports: Grant Performance Reports (GPR) and Consolidated Annual Performance & Evaluation Reports (CAPER)- Correspondence, activity summary, HUD form 4949-2 shows monies expended by period, activity name status.	Retain for five (5) years after the grant year and until all audit requirements have been fulfilled, then destroy.
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## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Page 3

of 3

Schedule No. M-75

Item No Description

Retention

HELRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVESTIGRY
SCHEOULE (DGS 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAHO 20724	Page . Or
1. DEPARTMENTIAGENCY	2. DIVISION COMMUNDITY	3. UMIT COMMUNITY
HAGERSTOWN	service	Development
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
A RECORD SERIES TITLE PUBLIC SE	CVICRY	5. EARLIEST YEAR ! LAIEIEST YEAR
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RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series - Include	the purpose or function of the Cornest
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	elling " Smoke	
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15. ACCESS RESTRICTIONS (if yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
c: Yes O .No	O None O State O F	eperal © Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	of of the
white any hardware/software)	18. RECOMMENDED RETENTION USE FENERAL	THE MEKENTION
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT COMMUNOITY
HAGEBIOUR	service	Development
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE HAGESTOWN	W. Reservet of mean	-5. EARLIEST YEAR / LATETEST YEAR  1989 TO CHETTERTY
6. RECORD SERIES DESCRIPTION Briefly describe the Types of		
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15. ACCESS RESTRICTIONS (If yes. cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (if yes, exciain oriefly and demande any hardware/software)  12. 'es	18. RECOMMENDED RETENTION PERMIT	ANENT, TRANSFER.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
30. Feb. (1905)	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page OI
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT COMMUNITY
HAGERSTOWN	service !	Development
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	<u> </u>	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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7 RECORD SERIES CORNATION	8. RECORD SERIES SEQUENCE	9. VOLUME
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a Audo Tape a Video Tace	□ Geographical	10. ANNUAL ACCUMULATION  D File Drawer (\$)
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15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
∪ Yes □ No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denunce any hardware/software)	18. RECOMMENDED RETENTION REFEREN	in for 3 years,
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENC! RECORDS INVENTORY
	PO BOX 275 - JESSUP, MARYLAND 20794	PageOf
1. DEPARTMENTIAGENCY	2. DIVISION COMMUNITY	3. UNIT COMMUNITY
HAGESSTOWN	service	Development
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE HOUSES 1.	o Purchases	5. EARLIEST YEAR / LATETEST YEAR 1996 TO CHIVENT
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series;
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13. CURRENT LOCATION(S) (Bidg., Flogr, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EREVISED RECORD SERIES FORWARD WITH RECORDS R	The state of the s	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT CONMUNITY
HAGERSTOWN	Servico	Development
DEFINITION - Records Series - A group of re	elated records normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE COMME	rcial + Mixaduse	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION ( Briefly describe I	he types of information/documents/forms found in the Series - Include	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)
City HAII- 4+H	DDV O Yes	□ No
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17. IS AN INDEX SYSTEM USED? (If yes, exciain or dimense any hardware/software)	efly and 18. RECOMMENDED RETENTION Ref	ed, then destroy
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO 80X 275 - JESSUP MARYLAND 20794	Page Or	
1. DĘPARIMENTIAGENCY	2. DIVISION COMMUNITES	3. UNIT COMMUNDITY	
HAGE(STOWN)	service	Developments	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE AGVERMEN	275	5. EARLIEST YEAR / LATETEST YEAR  1995 TO CHARLESTY	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEGUENCE	9. VOLUME	
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
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13. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
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17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and distance any hardware/software)	18. RECOMMENDED RETENTION PERMANENT TRANSFER  PORT ON INTELLIFIED THE MILE STATE		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

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NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Or	
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT COMMUNITY	
HAGERSTOWN	service,	Development	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE INVESTOR	owned forms	5. EARLIEST YEAR / LATETEST YEARTOTOTO	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of a VARIOUS FORM CONSTRUCTION CERTIFICATION ETC.	information/documents/forms found in the Series Include  15 - INCOME To 15  FACT SHEET  5005; Addender	Renter	
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□ Daily □ Weekly □ Monthly	Number	Month(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  CITY HALI — HAHF-NOR	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  Yes No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

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1. DEPARTMENTIAGENCY HHACKSTOWN	PO BOX 275 - JESSUP MARYLAND 20794  2. DIVISION DM MUCK) TU	Page O/
1. DEPARTMENTIAGENCY HAGESSTOWN	2. DIVISION DMMICKITU	PDUINIIIIII
HAGERSTOWN		3. UNIT COMMUNITY
	Service	Development
DEFINITION - Records Series - A group of related record	is normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE SINGLE FAMILY IN	FORMATIONS	5. EARLIEST YEAR / LATETEST YEAR  TO CUTTENT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of in VALIOUS FORMS INTERVIEW Che ETC.	; APPRAISAIS	g Brochures;
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	PO BOX 275 - JESSUP MARYLAND 20794	Page OI
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT COMMUNITY
HAJERSTOWN	service	Development
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retendon and disposition purposes.
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of i	information/documents/forms found in the Series Include	the purpose or function of the Segies)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  File Drawer(s)
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Ctrer (Specify)	☐ Geographic⊒i	10. ANNUAL ACCUMULATION    File Orawer (s)   Microfilm Ree! (s)   Computer Tape(s)   Other (Specify)
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Daily		Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes O No	🗆 None 🗆 State 🗇 F	egeral G Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and whombe any hardware/software)	18. RECOMMENDED RETENTION RETENTION RETENTION BY	egrs, then
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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1. DEPARTMENT/AGENCY	2. DIVISION CONSTITUTORTES	3. UNIT COMMUNITY	
HAGERSTOWN	service.	Development	
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE ST PHE LOW	TOS Programs	5. EARLIEST YEAR / LATETEST YEAR  1989 TO WISENT	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of they series)  CONTRIANS; GIRT NOT LIMBERTO : CONTRESPONDENCE;  NEWSPAPER Ads: MONTAINE Information.  Brochieres: State Policies for USE of State  Funds; CASH Receipts Programs; Blank forms.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Sector Size O Microfilm	Alchabeticai	O File Orawer(s) O Microfilm Reel (s)	
Legal Size     Computer Table	© Numerical	Computer Tace (s:  Cither (Specify)	
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number CUI, FT.	
☐ Audio Tape ☐ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION  □ File Drawer (s)	
© Cither (Specify)	□ Clher (Specify)	☐ Microfilm Ree! (s) ☐ Computer Tabe(s) ☐ Other (Specify)	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
C Baily C Weekly C Monthly	Number a	Month(s)   Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  □ Yes □ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
C Yes B No	□ None □ State □ Fegeral □ Independent		
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and dentitibe any hardware/software)  12. (as	18. RECOMMENDED RETENTION RETENTION RETENTION	d, then destry	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

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MSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	AGENCY RECORDS INVENTORY Page
	Pris 121 (in) it	CONTRACTOR
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNITCOMMUNITY
HAGETSIONIN	service	Development
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE FEWERAL	Files	5. EARLIEST YEAR / LATETEST YEAR  1906 TO CHITEUT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Hud Handbooks; COrrespondent Returns;	Programs 4	wide;
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME
Claster Size    Microfilm	Alphabelical	Microfilm Reel (s)
O Legal Size O Computer Tace	Numerical	☐ Computer Tace (s: ☐ Cither (Specify)
a Cound Book	☐ Chronolog:cal	Number
□ Audo Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
a Citer (Specify)	Clher (Specify)	□ File Orawer (s) □ Microfilm Reel (s)
		Computer Tabe(s)     Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	□ Month(s) □ Year(s)	
	Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
∪ Yes □ No	None	
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denotice any hardware/software)	USE GENERAL Files Retention	
:3 'es © No	USE GENERALY	11011010
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT COMMUNITY
HAGETSTOWN	service	Develooment
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retendon and disposition purposes.
4. RECORD SERIES TITLE CUrrent	POVECTS	5. EARLIEST YEAR / LATETEST YEAR  1925 TO CUTTENT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTAINS, BUT NO DESCRIPTION OF SHES AGREEMENT APPRAISAL RE	information/documents/forms found in the Series Include  Thirtied Top C  FUTILITY PRUSE  POMISE  POMISE	DITES PONDENCE; YENTS; Application
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Geter Size O Microfilm	Alphabetical	€ File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Table	C Numerical	Computer Tace (s:  Other (Specify)
G Bound Book G Floppy Oisk	□ Chronolog:cal	Number CU. FT,
□ Audio Tape □ Video Tape	□ Geographic3i	10. ANNUAL ACCUMULATION  □ File Drawer (\$)
□ Cither (Specify)	□ Clher (Spec:iv)	O Microfilm Reef (s) O Computer Tabe(s) O Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CHYHAII — HTH FIDON	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  □ Yes □ No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denotice any hardware/software)	18. RECOMMENDED RETENTION  18. RECOMMENDED RETENTION  18. RECOMMENDED RETENTION	
:3 fes © No	Use General File Retention	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT COMMUNITY
HAGERSTOWN	service	Development
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE LOAN Reg	WOST	5. EARLIEST YEAR / LATETEST YEAR
Spering Long Pr	morphi	1989 CUTTEDT
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series - Include	the purpose or function of the Series?
A 1	<i>'</i>	la a Table
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HAPRAISA KERDET	3. SITE MAPS:	
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	, moine	-UNNETSDIP
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
		File Orawer(s)  Microfilm Reel (s)
● Tetter Size □ Microfilm	€ Alphabetic3t	□ Computer Tace (s:
□ Legal Size □ Computer Table	© Numerical	Giner (Specify)
□ Sound Book □ Floppy Disk	□ Chronolog:cal	Number CU-F37
O Aucho Tape O Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  D File Orawer (s)
a Other (Specify)	□ Cther (Spec:iv)	Microfilm Ree! (s)
		Computer Table(s)     Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·
		Month(s)
Daily	Number	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
City HAN - 4th floor	□ Yes	a No
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes O No	□ None □ State □ F	egeral 🗆 Independent
	0 /	200
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and controls any hardware/software)	18. RECOMMENDED RETENTION	NIOTHEOF
	LOAN DIUS 34E	Nforlife of
:: 'es	SESTION.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE ·
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GÉNERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Or
	A-4/4/1-42/Ti-	Commission
1. DEPARTMENTIAGENCY	2. DIVISION COMMUNITY	3. UNIT COMMININI
THYCLSTOWN	service	Development
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE MISC File	5	5. EARLIEST YEAR / LATETEST YEAR
HIMPINES ADTE	Limited To: Cop	dichermation
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Microfilm	Alphabetical	File Orawer(s)     Microfilm Reel (s)
Computer Table	G Numerical	Computer Tace (s:
Bound Book	☐ Chronolog:cal	Number CM F
□ Audo Tape □ Video Tace	□ Geographicai	10. ANNUAL ACCUMULATION
© Citer (Specify)	Cither (Specify)	File Orawer (s)     Microfilm Ree! (s)
		□ Computer Tabe(s) □ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
a Daily a Weekly a Monthly	Number	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)  Orty Hall - 2 + Hall - 1007 -	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes O No	□ None □ State □ S	Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and denotice any hardware/software)	18. RECOMMENDED RETENTION	
:7 'es © No	Retain for 3 years and until have been fulfilled, then des	all audit requirements stroy.
19. NAME AND TITLE OF PREPARER	20.	-

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENDORY
	PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNOTY	3. UNIT COMMUNITY
HAGE STOWN	service.	Development
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retendon and disposition purposes.
4. RECORD SERIES TITLE COMMUNIT	y Block Grant	5. EARLIEST YEAR / LATETEST YEAR  1980 TO CHITCHT
COPIES OF THE, AUDITS; QUART CREDIT; COTTES	Regulations found in the Series Included Regulations to the Series Included Regulation	AUS; Applications, STEP-CARCULARS, 5-LOTTERS OF ST AllocATION
7. RECORD SERIES-FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
a Letter Size a Microfilm	Alchabelical	File Drawer(s)  O Microfilm Real (s)
Computer Tace     Computer Tace	□ Numerical	Computer Face (5)
□ Ecund Book □ Floppy Disk	☐ Chronolog:cal	Number CU: Ff.
a Audo Tape a Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  © File Drawer (\$)
□ Cther (Specify)	□ Clher (Specify)	Microfilm Ree! (s)     Computer Tabe(s)     Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Month(s) D Year(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Rooms)  CHYHALL  LBBY	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes □ No	□ None □ State □ F	egeral 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and	18. RECOMMENDED RETENTION	C; 01 1
Growbe any hardware/software)  Growbe any hardware/software)	Use General	FileRetention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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consolidated plans, Program Applications

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT COMMUNITY
HAGERSTOWN	service	Development
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE HAGE STOLE	n) Redevelopment	5. EARLIEST YEAR / LATETEST YEAR
Program (	HRH)	19561980
6. RECORD SERIES DESCRIPTION Briefly describe the types of	information/decuments/forms found in the Series Include	the purpose or function of the Series)
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Haend Alminute	Estrevolving Lon	+ Authority)
Description Receipt	10000	
Try vocu i reguissi	HUNS"	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
G Letter Size  G Microfilm	O Alphabetical	Microfilm Reel (s)     Computer Tace (s:
□ Legal Size □ Computer Tace	Numerical	2 Cither (Specify)
Bound Book     Floppy Disk	□ Chronolog:cal	Number CV, FI,
□ Audo Tape □ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION
□ Cther (Specify)	Cither (Specify)	□ File Orawer (s) □ Microfilm Ree! (s)
	noto (moeting)	O Computer Tabe(s) Other (Specify)
	STIPE MENTAL	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
☐ Daily ☐ Weekly ☐ Monthly	0 !	Month(s) 🗆 Year(s)
	Number	
13. CURRENT LOCATION(S) (Bidg. Flogr. Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	:? (If yes, specify agency or office)
	O Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes	□ None □ State □ F	egeral 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and detacle any hardware/software)	18. RECOMMENDED RETENTION PERMI	ANENT. TRANSFER THE Md. STATE
•	Periodically to	THE MM. STATE
:: 'es	ARCHIVES,	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT COMMUNICITY
HAREKSTOWN	COMMUNOTY SERVICE	Delegoment
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE LOAD FILE REPABLICATION LO	es - HUD	5. EARLIEST YEAR / LATETEST YEAR  1989 TO CUTTENT
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documentatorms found in the Series Include	the purpose or function of the Series)
CONTAINS but Not	IMITED TO: Agr	eenests;
Property CONT.	ACTS : ESTIMA	tes - INSUTANCE
Declarations	, statement a	of Accounts;
Release OF DP	GINAL MORTGI	gge = CHECK
coples; mortga	ges; Redevelop	DMENT WOGRAM
ChackList, Wispe	CTION FORM; L	JASh. Co. (over)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  G File Drawer(s)
Conter Size	Alphabetical	Computer Tace (s:
O Cegal Size □ Computer Tace	Wumerical .	36 Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number CW-FT
O Audo Tape O Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  □ File Drawer (\$)
Derfer (Specify) DRAW/1195	Cther (Specify)	<ul><li>Microfilm Reel (s)</li><li>Computer Tabe(s)</li></ul>
control &		Olher (Specify)
Sellon 1		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number O	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
City Hall-4+4Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes ☐ No	☐ None ☐ State ☐ F	egeral O Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and	18. RECOMMENDED RETENTION Reta	INFORLIFE OF LEARS, THEN
Hintside any hardware/software)  His 'es © No	LOAN PHIS 3 Y	enrs, then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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COMMUNITY Action Fronking Reports
Correspondence; LOAN Amortization
Reports (computer generated; Applications;
Property Cost Report; Utility Bills;
Title Insurance; Copies of Dead.
Request for Funds; EMErgency
Ordinance; AppRaisal Report; Hotos;

\* Records suitable for Conversion to

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page O1
1. DEPARTMENTIAGENCY HAGEISTOWN	2. DIVISION COMMUNITY SETVICE	3. UNIT COMMONNETY Development
DEFINITION - Records Series - A group of related records.  4. RECORD SERIES TITLE DUDING The	0 -	well as retendon and disposition purposes.  5. EARLIEST YEAR / LATETEST YEAR
FIR	YE(SDWWEL 5	1933 to 1997
Reference.  Copy	<b>*</b> .	the purpose or function of the Series)
7. RECORD SERIES FORMAT(S)  Grant Size	8. RECORD SERIES SEQUENCE  C Alphabetical  C Numerical  Chronological  Ceographical  Cither (Specify)	9. VOLUME  File Drawer(s)  Microfilm Reel (s)  Computer Tace (s:  Citner (Specify)  Number  10. ANNUAL ACCUMULATION  File Drawer (s)  Microfilm Reel (s)  Computer Tace(s)  Other (Specify)
11. FILE IS USED  Daily D Weekly D Monthly  13. CURRENT LOCATION(S) (Bldg Floor Boom)	12. FILE BECOMES INACTIVE AFTER  Number  14. IS RECORD SERIES DUPLICATED ELSEWHERE	Month(s) D Year(s)
CITY HAST-1774 F 1000	- Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)  15. C: Yes	16. AUDIT REQUIREMENTS  □ None □ State □ F	egeral 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and condition any hardware/software)	18. RECOMMENDED RETENTION DESTRY When. Required.	NoLouger
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT COMMUNITY
Hagerestown	SETTICO	Development
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE COMPLETE	SIVE HOUSING	5. EARLIEST YEAR / LATETEST YEAR
Affordales by Str	stery (coms)	1991 TO CUTTENT
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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Developing & Con	1019	NSTructions for
Report. FAIT How	KING CONTINE	To FAIR HOUSING
Committee		) million
Willing Jee		
<i>y</i>		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SECUENCE	9. VOLUME File Drawer(s)
Communication O Microfilm	Alphabetical	Microfilm Reel (s)   Computer Tace (s:
Computer Tace	G Numerical	Cimputer (Specify)
Bound Book     Floppy Disk	© Chronolog:cal	Number CW. F7.
O Audo Tape O Video Tace	© Geographical	10. ANNUAL ACCUMULATION  © File Orawer (\$)
© Citer (Specify)	Cither (Specify)	Microfilm Ree! (s)     Computer Tabe(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	•
□ Daily □ Weekly □ Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
City Hall-4th Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U. Yes	□ None □ State □ F	egeral 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and	18. RECOMMENDED RETENTION	of Offits
:: 'es © No	Use Ferreral fr	le Retention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	PageOf
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT COMMUNOTY
HAGE STOWN	service	Development
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE TANT POS	Formance	5. EARLIEST YEAR / LATETEST YEAR
Reports,	(GPR)	190701994
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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Form HUD 4949	-2	0 1 1 = -
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NAME, STATUS	/	
(B)OCK GrANT Pro	BATAM)	
7. RECORD SEBIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME
Letter Size   Microfilm	O Alphabelicai	File Orawer(s)  O Microfilm Reel (s)
□ Legal Size □ Computer Table	₹ Numerical	Computer Tace (s:    Other (Specify)
Bound Book	☐ Chronolog:cal	Number CU. FT.
☐ Aucho Tape ☐ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION  © File Drawer (\$)
□ Cther (Specify)	Cither (Specify)	Microfilm Ree! (s)     Computer Tape(s)
	Duta	Olher (Specify)
i serre	DAJE	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s) U Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
CITY HAII- HAIF JULI	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ F	egeral   Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and dentities any hardware/software)	18. RECOMMENDED RETENTION RETTIL	ofor the Life of
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
	been fulfilled	THENDES/104